Article I: General Assembly Membership

Section 1: Responsibilities
A. Represent the best interests of on-campus residents
B. Serve on respective senate or activities executive board or programming board
C. Serve on one RHA standing committee
D. Contribute to all senate or activities board and RHA meetings
E. Report RHA information at senate or activities board meetings
F. Communicate name and contact information to RHA Director of Administration and Finance and RHA standing committee chair(s)

Section 2: Attendance
A. In event of absence, the individual absent is responsible for reporting absence to the RHA Director of Administration and Finance.
B. In the event of absence, an individual may temporarily take the place of the person absent. This person is known as a proxy.
C. Two absences without proxy at general assembly meetings will result in the Director of Administration and Finance notifying the respective senate or activities board president and advisor that immediate action should be taken.

Article II: RHA Executive Board

Section 1: Responsibilities
A. Provide leadership for the Association
B. Maintain one year in office with a term starting July 1
C. Must attend any meetings, including all of the following:
   a. RHA executive board meetings
   b. One on one meetings with advisor
   c. RHA General Assembly meetings (Thursdays at 5 p.m.)
   d. Attend RHA programming events wearing name tag, with exceptions:
      i. Exceptions must be communicated and approved by the president 24 hours prior to the event.
D. Maintain confidentiality of executive meetings
E. Maintain 2+ office hours per week
F. Create recognition awards for the General Assembly
G. Create positional and group goals based off of the RHA Mission Statement and Purposes at the beginning of each semester

Section 2: Position Specific Responsibilities
A. President
   a. Facilitate Executive, Association and President Council Meetings to help the groups fulfill their purposes
i. Order of succession: NCC, Director of Administration and Finance, Director of Programming, Director of Public Relations

b. Create agendas for all meetings
   i. General Assembly, Presidents Council, Executive Board, and any other meeting that is held.

c. Attend weekly one on one meetings with advisor at minimum

d. Coordinate communication with student organizations

e. Maintain RHA email with Director of Public Relations and Director of Administration and Finance

f. Serve on Department of Residence/ University Committees as needed

g. Be the official representative and spokesperson of RHA, as well as a liaison with the sister organization of NRHH

h. Appoint members to outside committees and task forces, as needed

i. Serve as the chair of the RHA Presidents Council

j. Official representative in President boardrooms and chats throughout the MACURH region

k. Lead the process of goal setting as described in Article II, Section 1G

l. During their term as president-elect, they shall represent UNI on a regional level at Regional Leadership, Regional Business, and NACURH Conferences
   i. NACURH attendance shall be based on a student's enrollment. Those that have graduated will not represent at NACURH, but rather the incoming president will assume responsibility early.

B. President-In Training

a. Serve as the President- IT during a transition period from the time they are selected until the end of the annual NACURH conference, at which point they would assume the role of President through subsequent NACURH conference

b. Shall attend meetings with the future advisor and president to learn position

c. Shall attend NACURH of their elected year
   i. May resume responsibilities early based on the enrollment status of current President at NACURH.

C. National Communications Coordinator

a. Act as liaison between National Association of College and University Residence Halls (NACURH), Midwest Affiliate of College and University Residence Halls (MACURH) and RHA

b. Attend regional chats with other NCC's, typically every other week

c. Coordinate the process of initiating and submitting bids for regional and national conferences

d. Assemble and lead conference delegations
   i. NACURH attendance shall be based on a student's enrollment. Those that have graduated will not represent at NACURH, but rather the incoming NCC will assume responsibility early.

e. Serve as parliamentarian

f. Act as a contributing member of the programming committees

g. Attend bi-weekly one on one meetings with advisor at minimum

h. Serve on at least one MACURH standing committee or task force, if possible

i. Serve on at least one NACURH standing committee or task force, if possible

j. In time of absence or removal of the President, assume presidential responsibilities in coordination with the Director of Administration and Finance

k. Train and assist the NCC-IT during their IT period

l. Prepare and present any constitution revisions

m. Perform the re-affiliation process with National Board of Directors (NBD) and the National Information Center (NIC)
D. National Communications Coordinator-In Training (NCC-IT)
   a. Serve as NCC-In Training (NCC-IT) during a transition period from the time they are elected until the end of the annual NACURH conference, at which point they assume the role of NCC through subsequent NACURH conference
   b. Shall attend meetings with future advisor and NCC to learn position
   c. May retain any current role (RA, PAIR, Senate exec) while serving in the “In-Training” capacity
   d. Shall attend Regional Business Conference and NACURH of their elected year

E. Director of Programming
   a. Serve as chairperson of the programming committee
   b. Develop weekly agendas for the committee meetings
   c. Coordinate engaging campus programming with hall representatives
      i. Separate the programmers into smaller committees as needed
      ii. Nominate a chairperson of the smaller committee, changing the chairperson as needed
   d. Attend bi-weekly one on one meetings with advisor at minimum
   e. Keep accurate records of representative attendance at all RHA events
   f. Use programming email to communicate with all programmers about events as well as with the region.
   g. Attend a minimum of three zoom chats a semester

F. Director of Public Relations
   a. Act as a contributing member of the programming committee
   b. Take pictures at all RHA events
   c. Manage the social media sites, with coordination from the executive board
   d. Maintain RHA email with the President and Director of Administration and Finance
   e. Create advertisements for all RHA programs
   f. Responsible for getting information from RHA to the public as needed
   g. Attend monthly one on one meeting with advisor at minimum

G. Director of Administration and Finance
   a. Act as a liaison to outside organizations
   b. Keep accurate record of all funds, both incoming and outgoing
   c. Manage the RHA budget with RHA advisor
   d. Attend monthly one on one meetings with advisor at minimum
   e. Communicate with President, NCC, Directors, NRHH and the General Assembly about the budget
   f. Notify all members of meetings changes and cancellations
   g. Take minutes at all meetings (executive and general assembly), send out within 48 hours of the meeting to the respective groups and advisors
   h. Keep accurate record of the attendance at all meetings
   i. Keep accurate files of all correspondences
   j. Bring the hall folders to General Assembly meetings
   k. Coordinate with the executive board in handling all Funds Requests
   l. In time of absence or removal of the President, assume presidential responsibilities in coordination with the NCC

Section 3: Removal from Office
   A. A formal complaint against any RHA Executive may be presented to the RHA advisors by any RHA member, provided that the complaint is presented in writing
      a. Causes for a formal complaint include
         i. Failure to fulfill the duties of office
ii. Abuse of powers of office
iii. Misrepresentation of RHA
iv. Improper use of RHA funds
v. Or any other actions not in keeping with the expectations of an RHA member or executive

b. Advisors determine the recommended action to be taken; options include:
   i. Removal from office
   ii. Resignation
   iii. Public censure
   iv. No action

c. The executive board holds the final decision after receiving the advisor(s) recommendation of the appropriate action to take
d. The advisors will inform the complainant if it there is no action taken. In all other cases the decision will be made public

Section 4: RHA Executive Board Compensation
A. Executive board members are eligible for compensation at the end of fall and spring semesters in their elected positions
B. Compensation will come from the Department of Residence and as such, the maximum amount of award monies will be decided by the Department during their budget process and be adjusted based on the occupancy of the residence halls
C. Compensation shall be given based on the following
   a. Positional requirements
      i. Hours required to fulfill the position
   b. Ability to fulfill positional duties
   c. Ability to meet the requirements of the positional duties
   d. Quality of work
   e. Evaluation from the General Assembly
   f. Evaluation from the advisors
D. The following is an estimate and guiding principle for the number of hours each position averages, but they may change based on the time of year per position
   a. President: 15 hours
   b. NCC: 12 hours
   c. Director of Programming: 10 hours
   d. Director of Administration and Finance: 8 hours
   e. Director of Public Relations: 8 hours
E. Compensation is not guaranteed at the end of each semester
F. An evaluation system will be organized by the RHA Advisor to determine how much compensation each person in their elected role shall be awarded

Article III: Two Standing Committees’ Purposes
A. President’s Council: Provide leadership development for senate and activities board presidents
B. Programming: Provide social activities along with educational and philanthropic activities for on-campus residents

Article IV: Meetings
A. RHA meets at 5 pm Thursdays during the academic year in the designated location set by the executive board, with consent of the advisors
B. Standing committees meet at a time and location determined by the executive board during the academic year; if additional meetings are needed, the executive board will inform all members of the times and locations.

**Article V: Liaisons**

**Section A: National Residence Hall Honorary Chapter Coordinator**

A. The NRHH Chapter Coordinator shall act as a liaison between the RHA General Assembly and the NRHH body.
B. Attend RHA meetings
C. Attend RHA executive board meetings at times deemed appropriate, including meetings to discuss budget.

**Section B: Northern Iowa Student Government Lower Cabinet Director of Residence Life**

A. Shall act as a liaison between the RHA General Assembly and NISG.
B. Align their duties and position requirements with the current Northern Iowa Student Government Administration.